



**WHERE PUBLIC FLEET
PROFESSIONALS CONNECT**

JUNE 17-20, 2019

New Orleans Ernest N. Morial Convention Center, New Orleans, LA

www.GovFleetExpo.com

Mandatory Forms Checklist

Please see below for a list of all MANDATORY forms (including deadline dates) that EVERY exhibitor must complete.

[Vehicle Specifications – if applicable](#)

Due: April 8, 2019

[Public Directory Form](#)

Due: May 17, 2019

[Emergency Contact Information](#)

Due: May 17, 2019

[Proof of Insurance](#)

Due: May 17, 2019

[Attendee Bag Insert – Shipping and Tracking – if applicable](#)

Due: May 17, 2019

[Carpet Order - carpet is mandatory](#)

Discount Deadline: May 28, 2019

Exhibitor Staff Pre-Registration

Due: June 14, 2019

We have an exciting NEW registration process this year and you don't need to remember any login or password information! The main contact listed on your contract will receive a Welcome email from "Government Fleet Expo: no-reply@customreg.com". For your convenience! You can now register your staff, make any changes and keep track of your staff badges all through your personalized portal.

Additional passes can be purchased for \$395